



CMU Business Travel Booking Contacts

Primary Contacts

Primary CTP Contact	Reach U.S. and Canada agents for general inquiries during regular business hours or after-hours for emergencies.	+1-844-529-5837 cmu@ctptravelservices.com	Monday – Friday 8:30 a.m. - 7:30 p.m. ET
Primary CMU Contacts	Procurement Services	Procurement-Inbox@andrew.cmu.edu	Monday – Friday 8:30 a.m. – 5 p.m. ET
	International Finance	qartravel@andrew.cmu.edu	

Additional Contacts

Online (Concur) Technical Support	Technical support for Concur, CTP’s online booking tool and app.	Phone: +1-877-208-1396 cmu@ctptravelservices.com	Monday – Friday 9 a.m. - 8 p.m. ET
Group Travel	Book travel for groups of 10 or more people	Phone: +1-800-810-2695 groups@ctptravelservices.com	Monday – Friday 9 a.m. – 6 p.m. ET
VIP Travelers and Executive Admins*	Full-service VIP travel agent assisted reservations	+1-844-529-5839 (U.S. and Canada Agents) cmu_vip@ctptravelservices.com	Monday – Friday 8:30 a.m. - 7:30 p.m. ET

*[See pricing sheet for associated rates.](#)